

CONVEYANCE INFORMATION FORM (LEGIBLE Survey Plat Required)			
BUSINESS ENTITY (SITE CODE)		CONVEYANCE/CONTRACT TYPE <input type="checkbox"/> ACQUISITION <input type="checkbox"/> DISPOSITION	
		<input type="checkbox"/> Purchase <input type="checkbox"/> Donation Rec'd <input type="checkbox"/> Lease In <input type="checkbox"/> Lease Out <input type="checkbox"/> Transfer In <input type="checkbox"/> Transfer Out <input type="checkbox"/> Reversion	
DATE OF CONVEYANCE/CONTRACT Valid From Valid To		<input type="checkbox"/> Sale <input type="checkbox"/> Servitude <input type="checkbox"/> Right of Way <input type="checkbox"/> Timber Sale <input type="checkbox"/> Judgement <input type="checkbox"/> Quitclaim <input type="checkbox"/> CEA	
		CONTRACT AMOUNT	\$
RECORDING INFORMATION (COB, Folio/Page, Instrument/Entry)		FINANCIAL CODING: FUND / FUNDS CENTER	/
DATE OF RECORDATION		MINERAL RIGHTS CONVEYED?	<input type="checkbox"/> YES <input type="checkbox"/> NO
RECORDING INFORMATION (COB, Folio/Page, Instrument/Entry)		USAGE/FUNCTION	
VENDOR (Seller/Lessor/Donor)		VALUE OF PROPERTY (at time of acquisition/donation)	\$
VENDEE (Purchaser/Lessee/Donee)		TOTAL LAND AREA AFFECTED BY THIS CONVEYANCE	Acres (ft X ft)
PHYSICAL LOCATION OF PROPERTY (Street Address or nearest intersection)		GPS COORDINATES Source <input type="checkbox"/> Hand Held Device <input type="checkbox"/> Survey Plat	
CITY, STATE, ZIP			
PARISH			
PROPERTY DESCRIPTION (as it is to appear in LaGOV)			
ADDITIONAL NOTES: (i.e. Reversionary Clause, Acts of Legislation, Ownership exceptions, etc.)			
RETURN COMPLETED FORM TO:		OFFICE OF STATE LANDS, POST OFFICE BOX 44124, BATON ROUGE, LOUISIANA 70804 (225) 219-9537	
FOR OSL USE ONLY			
BE/SC _____		Set Up By _____	
Doc. No. _____		Set Up Date _____	
Property No. _____		STARS _____	
Contract Name _____		GIS Needs A Copy? Yes or No	
Contract No. _____		Pooled Space _____	
Vendor BP NO. _____		Rental Space _____	
Vendee BP NO. _____		Changed Property _____	
		AMR Update Created _____	